



2013-2014 AFTER SCHOOL CLUB PROGRAM NON-TORRANCE RESIDENT APPLICATION

The After School Club is for children in grades first through eighth. The program is held on school campuses Monday through Friday, after school until 6:00 p.m. Late fees will be charged beginning at 6:01 p.m.

PROGRAM CURRICULUM: The program goals and objectives are to provide students with a safe and nurturing environment where they can build their self-esteem by strengthening their communication, team building and socialization skills. The After School Clubs provide homework time, self-esteem building games, community service projects, field trips, communication building activities, arts and crafts, sports and snacks.

PROGRAM LOCATIONS: Participants must attend the same school of the program location.

Elementary Schools

Arnold Elementary School
Carr Elementary School
Edison Elementary School
Fern/Greenwood Elementary School
Torrance Elementary School
Victor Elementary School
Walteria Elementary School
Yukon Elementary School

Middle Schools

Bert Lynn Middle School
Casimir Middle School
Hull Middle School
Jefferson Middle School
Madrona Middle School
Magruder Middle School
Richardson Middle School

PROGRAM COST AND PAYMENT POLICIES:

First Payment:	\$520.00 due with application	Covers Sept. 6 – Nov. 29, 2013
Second Payment:	\$520.00 due Nov. 12, 2013	Covers Dec. 2, 2013 – March 14, 2014
Third Payment:	\$520.00 due March 4, 2014	Covers March 17 – June 19, 2014

THERE WILL BE NO REMINDER NOTICES OR EXTENSIONS FOR PAYMENTS.

REGISTRATION: Begins August 26, 2013. Registration is walk-in only. Please do not mail or fax your application. Mail-in and fax-in registrations will not be accepted and will be returned. The Registration Office will be closed on June 14 and 28, July 4, 12 and 26, August 9 and 23 and September 2, 6 and 20, 2013.

METHOD OF PAYMENT: Payments can be made by check, cash, money order or credit card (Visa MasterCard, American Express or Discover). Checks and money orders should be made payable to the "City of Torrance."

PAYMENT SOURCE: If payment is from two separate parties, they must both accompany the application. Applications with partial payment will not be accepted.

CANCELLATIONS/REFUNDS/INSUFFICIENT FUNDS:

- Cancellations must be received in writing. Refunds will be prorated. ALL refunds will be calculated on a weekly basis. Requests received once the week has begun will be prorated from the following Monday. A service fee of 20% or maximum of \$25.00 will be deducted from all refunds.
- If your payment does not clear because of insufficient funds, you will lose your space in the program. In addition to the \$25.00 returned check fee, a 20% or maximum of \$25.00 service fee will be charged if you are dropped from the program.

PROOF OF SCHOOL REGISTRATION: Your child must already be registered in the school prior to registering for the program. Proof of school registration will be required at the time of registration. An approved current Torrance Unified School District permit will be required at the time of registration. The Torrance Community Services Department cannot assist you in getting a permit. Childcare with the Torrance Community Services Department cannot be the reason you list for your permit, since you are not eligible to enroll until you have been issued a permit.

NON-RESIDENT REGISTRATION GUIDELINES: The After School Club Program is designed for Torrance residents. Torrance residents will have the first opportunity to register for the program. After the resident registration, non-Torrance residents will have an opportunity to register for any remaining spaces. Applications are accepted on a first come, first served basis according to the date received. Registration is handled at the Community Services Department Registration Office.

ALL applications must be accompanied by:

1. An approved Torrance Unified School District Permit for the current school year.
2. Payment

WAITING LIST PROCEDURE: Once the program has reached capacity, applicants are placed on a waiting list.

If the program is filled during registration:

- You will be notified at the time you attempt to register if the program is full. You can sign-up for a waiting list at that time.
- Once you are called from the waiting list, you will be given three (3) working days to register. If you do not register within three (3) working days, you will be removed from the waiting list and the next participant on the waiting list will be called. Registration fees are due at the time you register. Please be sure to notify the Registration Office if your phone number or address changes.

EMERGENCY FORMS: In order to complete the registration process, you must submit an Emergency Form no later than 5:00 p.m. Tuesday, September 3, 2013. Your child will not be allowed to attend the After School Program, unless this form is received. The Emergency Form will be mailed to you along with your receipt. If your child requires medication during the program or has a severe allergy, you are required to complete the additional forms and turn them in prior to the start of the program. For additional information, please call (310) 618-2983, or visit:

www.TorranceCA.Gov/AfterSchool.

Emergency Forms can be turned in the following ways:

Fax-in: (310) 781-7598
Walk-in: Monday through Thursday, and alternating Fridays 8:00 a.m. to 5:00 p.m.
Mail-in: City of Torrance Community Services Department
Attn.: After School Programs
3031 Torrance Boulevard
Torrance, CA 90503

PARENT/GUARDIAN MEETINGS: A mandatory parent/guardian meeting will be held on Friday, September 6, 2013. All meetings will be held in the cafeteria at your child's school, except: Bert Lynn will be held in room 27, Hull will be held in room 3, Casimir will be held in room 2, Carr will be held in room 15, Fern/Greenwood will be held at Greenwood Park and Richardson will be held in room 3.

All parent/guardians meetings will begin at 6:00 p.m. For parents/guardians with children in both the elementary and middle schools, a second meeting will be held at the middle school at 6:30 p.m.

NON-TORRANCE RESIDENT AFTER SCHOOL CLUB APPLICATION 2013-2014

Walk-in Registration begins August 26, 2013.

DATE: _____

NAME OF SCHOOL: _____		GRADE: _____ (As of September 2013)	
PARTICIPANT'S NAME: _____ Last First			
BIRTH DATE: _____		<input type="checkbox"/> Male	<input type="checkbox"/> Female
PARENT/GUARDIAN'S NAME: _____ Last First			
HOME PHONE: _____		WORK PHONE: _____	
ADDRESS: _____		CITY: _____	ZIP: _____
EMAIL ADDRESS: _____			

PAYEE'S NAME: _____ Last First			
HOME PHONE: _____		WORK PHONE: _____	
ADDRESS: _____ (If different from above)		CITY: _____	ZIP: _____

METHOD OF PAYMENT:	
<input type="checkbox"/> CHECK	DRIVER'S LICENSE NUMBER: _____
<input type="checkbox"/> CREDIT CARD <input type="checkbox"/> VISA <input type="checkbox"/> MASTERCARD <input type="checkbox"/> American Express <input type="checkbox"/> Discover	
CREDIT CARD #: _____ Security code: _____	
Expiration date: ____ / ____ I authorize the use of my credit card in the amount of: \$ _____	
Print name as it appears on card: _____	
Cardholder signature: _____ Date: _____	

I have read the After School Program application. I understand that the policies listed in this application will be strictly enforced.

Printed Name: _____ **Signature:** _____
(Applications will not be processed without a signature or if information is missing as stated above.)

For Office Use Only: Receipt Number: _____	Transaction Date: _____	Start Date: _____
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City of Torrance
Community Services Department
3031 Torrance Boulevard, Torrance, CA 90503 (310) 618-2720

“Creating and Enriching Community through People, Programs, Partnerships”

REGISTRATION SOFTWARE UPDATE

The Registration Office will be changing class registration software beginning with the Winter 2014 season. As we transition to the new software system we need to update all of our records. To avoid delays during the registration process, please complete this form and return it to the Registration Office by October 1, 2013. **All Torrance residents must attach current proof of residency, even if you are in our current database.** You may send it to us at:

E-mail: enroll@TorranceCA.Gov

Fax: 310.781.7598

Mail or walk-in: Registration Office, 3031 Torrance Blvd., Torrance, CA 90503

Your current customer information and history will no longer be available beginning November 1, 2013, so be sure to print copies of all of the documents you may need prior to the software change. If you have any questions, please call the Registration Office 310.618.2720.

HOUSEHOLD INFORMATION (please print legibly)

Complete all fields. Incomplete forms will not be processed.

Head of Household (first, last)

Secondary Head of Household (first, last)

Date of Birth: _____

Date of Birth: _____

Address: _____

City, State, Zip: _____

Primary Phone number: _____ Secondary Phone Number: _____

Emergency Contact (name & number): _____

Email address: _____

Dependent Family Member:

Name: (first, last) _____ Relationship: _____

Birth Date: _____ Gender (circle one): Male Female

School name: _____ School Grade: _____

Dependent Family Member:

Name: (first, last) _____ Relationship: _____

Birth Date: _____ Gender (circle one): Male Female

School name: _____ School Grade: _____

Dependent Family Member:

Name: (first, last) _____ Relationship: _____

Birth Date: _____ Gender (circle one): Male Female

School name: _____ School Grade: _____

Dependent Family Member:

Name: (first, last) _____ Relationship: _____

Birth Date: _____ Gender (circle one): Male Female

School name: _____ School Grade: _____

Please make copies for additional family members.